

INSTRUCTIONS FOR COMPLETING THE **DS-11** FORM FOR AN OFFICIAL PASSPORT USING A RAISED SEAL BIRTH CERTIFICATE.

Used to obtain an official passport when you've never had a passport of any kind, or if you had a passport (either tourist, official or diplomatic) **ISSUED MORE** than 15 years ago.

Please fill out the following for the DD1056 and email the information to DLL-CETAM-PassportAgent@usace.army.mil and a completed DD1056 will be emailed back to you to bring to the post office. Once this information is received, the MED Passport Agent will send you the DD Form1056.

FULL NAME:
DATE OF BIRTH:
PLACE OF BIRTH:
GRADE:
JOB TITLE:
SSN:
CURRENT HOME ADDRESS:
ADDRESS TO SEND PASSPORT:
EMAIL ADDRESS:
HOME PHONE:
WORK PHONE:
DESTINATION:
ESTIMATED DEPARTURE DATE:
LENGTH OF STAY:

A DD1056 has to be brought to the post office or courthouse to obtain an official passport which they will charge you \$25.00 for their fee.

The DS Form 11 can be accessed at the following website:

www.travel.state.gov

Click on PASSPORTS on top of page

Click on APPLY FOR PASSPORT (on the left side) FIRST TIME APPLICANTS

STEP 1 – Complete DS 11 Application for US Passport

Click on COMPLETE FORM DS 11 on line

Check box and SUBMIT

Click on SUBMIT on APPLY ON LINE box

Fill out the form. Most of it is self-explanatory, but there are a few things you need to know.

Where it asks WHERE DO YOU WANT THE PASSPORT TO BE MAILED, use the Middle East District, not yours:

201 Prince Frederick Drive
Winchester, VA 22602

Permanent Address: NO – type in your own address.

DO NOT PUT A DEPARTURE DATE OR ANY TRAVEL PLANS.

REVIEW – Next

YOUR MOST RECENT PASSPORT - CLICK NONE
CLICK ON PASSPORT BOOK FEE \$110.00

*There is NO FEE to obtain an OFFICIAL PASSPORT
DO NOT SEND MONEY (MONEY ORDER OR CHECK)*

READ and CLICK ON BOX and SUBMIT

Click on CREATE FORM

PRINT the form; pages 5 and 6 should be printed on separate sheets.
It should have a barcode at the top left and bottom of the form.

DO NOT CROSS OFF ANYTHING or DO NOT USE WHITE OUT

DO NOT SIGN. Your signature needs to be witnessed by a passport agent, which can be found at a post office or courthouse.

When witnessed by post office or court house, they will put in a sealed envelope and you will need to Federal Express or mail the signed/dated form, 2 passport size photos, and the old expired passport/birth certificate to:

Federal Express street address:

US Army Corps of Engineers, MED
Attn: Passport Agent, CETAM-LD
201 Prince Frederick Drive
Winchester, VA 22602

OR

Express Mail mailing address:

US Army Corps of Engineers, MED
Attn: Passport Agent, CETAM-LD
P.O. Box 2250
Winchester, VA 22604-1450